

MAINE EMS EXAM PAPERWORK SUBMISSION INFORMATION

General

A variety of paperwork is submitted to Maine EMS and the National Registry of EMT (NREMT) as part of the examination process. This document provides information regarding the submission of written and practical exam information for all levels of exams.

First Responder Written Exams

Maine EMS uses the NREMT First Responder written exam to fulfill the requirements for a state written exam for all candidates at the First Responder level.

The NREMT uses an integrated form at the First Responder level whereby the application and answer sheet are contained on the same sheet of paper.

First Responder written exam information is submitted directly to the NREMT by the regional office. All applications/answer sheets must be sent by the most cost efficient method that utilizes delivery verification (e.g., certified mail).

To process the First Responder written exam, the region will:

Ensure that the candidate's application form is complete and that the application has been signed by the exam proctor and the candidate (Note, the form must be completed using a number 2 pencil.



Match the application/answer sheet to the check or money order and paperclip the two documents together. (**DO NOT STAPLE**)



Include a letter to the NREMT with each batch (A batch is considered one or more application/answer sheets with the same site code) that includes

- The location of the exam
- The date of the exam
- The number of candidates
- The name of the contact person for the regional office.



Send via **FEDEX 2day (or comparably priced UPS)** to NREMT. *Do not send "overnight".*

EMT-Basic Written Exams

Maine EMS uses the NREMT EMT-Basic written exam to fulfill the requirements for a state written exam for all candidates at the EMT-Basic level who are eligible for NREMT registration. Candidates who are not eligible for national registry, may take the National Registry Assessment Exam. The Assessment exam is accepted by Maine EMS in lieu of the written exam used to gain national registry.

The NREMT uses a separate application form and answer sheet at the EMT-Basic level.

EMT-Basic written exam information is submitted directly to the NREMT by the regional office. All applications and answer sheets must be sent by the most cost efficient method that utilizes delivery verification (e.g., certified mail). To process the EMT-Basic written exam or the assessment exam, the region will:

Ensure that the candidate's application form is complete and that the application has been signed by the physician or his or her assignee and the candidate (Note, the form must be completed using a number 2 pencil).



Sign off on the EMT-Basic Practical Examination Verification and on on the Statement of Competency in EMT-Basic Skills or use the Training/Testing Approval Stamp to stamp the above sections. Be sure to sign and date in the space provided in the stamp mark.



Verify CPR Credentials and sign the CPR Credential section as the verifying signature and/or attach a copy of the candidate's CPR card.



Make sure the first five letters of the last name and the social security sections are complete (i.e., color in the bubbles and written in the squares.



Complete the exam series section on the answer sheet.

Match the application and the answer sheet to the check or money order (that must be made payable to NREMT) and paperclip the three documents together. **(DO NOT STAPLE)** If multiple exams are being paid by a single check, match applications and answer sheets and clip together with the check.



Include a letter to the NREMT with each batch (A batch is considered one or more application/answer sheets with the same site code) that includes:

- The date and location of the exam

- The number of candidates
- The name of the contact person for the regional office.



Send via **FEDEX 2day (or comparably priced UPS)** to NREMT. ***Do not send “overnight”.***

Assessment Exams.

Maine EMS uses written Assessment Exams supplied by the National Registry (NREMT) to fulfill State written licensure testing at the EMT-Basic level. Assessment exams are administered to candidates who do not meet the minimum age requirements to be Nationally Registered (i.e., 18 years of age) or for situations when a person may be Maine licensed but not Nationally Registered (e.g., exam accommodation granted by Maine EMS but not by the National Registry).

Persons under 18 years of age may take the Assessment Exam for the purpose of fulfilling Maine licensing requirements for testing (16 year olds must take the Assessment exam since both the written and practical would be over 1 year old by the time the person turned 18).

Pros: By using the assessment exam for 17 year olds, the candidate would get feedback on his or her performance for either passed or failed exams.

Cons: The candidate cannot use the assessment exam to gain national registry once the candidate turns 18; the candidate must take the NREMT written exam (they could use the original practical exam to fulfill practical exam NREMT portion as long as it was completed within 1 year prior to applying for registration).

17 year olds may take the NREMT written exam. When sending in the batch of applications, the respective regional office must indicate in the cover letter that the batch contains a 17 year old's application and identify the applicant(s). The NREMT will hand score the exam and provide the score to Maine EMS.

Pros: (1) The score can be used to fulfill Maine EMS licensing requirements and (2) when the applicant turns 18, he or she can resubmit the NREMT application to become registered.

Cons: (1) The 17 year old will not receive feedback for either a passed or failed exam because the NREMT has no mechanism for feedback on the hand scored exams.

NREMT has agreed to hand score for a 1 year period after which they'll review that policy, giving consideration to the number of exams from Maine that they would need to hand score.

EMT-Intermediate and Paramedic Written Exams

Maine EMS uses its own written exams to fulfill the written exam requirements for candidates at the EMT-Intermediate and EMT-Paramedic levels.

Maine EMS uses a separate application form and a standard NCS type answer sheet at the EMT-Basic level. The application form is multipurpose; serving to enroll a candidate in an exam and later to be used as the candidate's application for EMS licensure.

Written exam score sheets may be graded onsite by the exam proctor or graded by staff at the regional EMS office.

To process the EMT- Intermediate or Paramedic written exam or the assessment exam, the region will:

Forward to Maine EMS:

1. the original of the candidate's exam application form
2. a check in the amount of \$20.00 - made payable to the *Treasurer of the State of Maine* – for each candidate; and,
3. the original exam roster completed by the exam proctor.

Practical Exams

To process the Maine EMS practical exam, the region will forward to Maine EMS:

1. A completed exam roster;
2. A check in the amount of \$60.00 for a First Responder or EMT-B exam, or \$80.00 for an EMT-Intermediate or Paramedic practical exam - made payable to the *Treasurer of the State of Maine* – for each candidate;
3. A cover letter that breaks down payments for the practical exam if those payments were made by someone other than the candidate (e.g., family member or service) or if multiple exam fees are being paid by a single check, or ensure that the check memo section includes the aforementioned information.